

v. Change of director / partner

Regulation 7(2) of the Employment Agency Regulations states that a company to which a licence is issued shall notify the Commissioner for Labour in writing full particulars of the change in the management*.

- ☛ Notification should be made within 14 days after the change
- ☛ If the licensee is a limited company, it should submit the following documents regarding particulars of the appointment of new director and / or resignation of existing director:
 - ◆ Notification of Change of Director (Sample at Appendix 9)
 - ◆ 'Particulars of Associate of Employment Agency'(with Authorisation) (EA-LOA) (Sample at Appendix 4)
 - ◆ Supporting document
Photocopy of Form ND2A - Notice of Change of Company Secretary and Director (Appointment / Cessation) submitted to the Companies Registry (if supporting document is not readily available, please state the information specified on Form ND2A such as the new director's full name, Hong Kong Identity Card number and address on the Notification of Change of Director) [Please see Remarks]
- ☛ If the employment agency is operated in a partnership, it should submit the following documents regarding particulars of the incoming / outgoing partner:
 - ◆ Notification of Change of Partner (Sample at Appendix 9)
 - ◆ 'Particulars of Associate of Employment Agency' (with Authorisation) (EA-LOA) (Sample at Appendix 4)
 - ◆ Supporting document
e.g. copy of Application for Registration of Business

Remarks: For documents which had been delivered to the Companies Registry on or after 24.10.2022, please also submit:

- ◆ Notice of Change of Company Secretary and Director (Appointment/Cessation) with protected information (PI-ND2A)

- All newly joined director(s) / partner(s) is / are required to sign 'Particulars of Associate of Employment Agency' and an authorisation letter to agree this department to check with the Hong Kong Police Force so as to confirm that he / she has not, within the preceding 5 years, been convicted of an offence against the person of a child, young person, or woman or of an offence involving membership of a triad society, fraud, dishonesty or extortion.
- Note: If the employment agency is operated in a partnership, any partner who wishes to be the new licensee must apply for a new licence.
- * Employment Agency shall bear the risk of late notification or loss of documents due to delay or failure in delivery. To ensure effective and timely delivery of documents to this department, please consider using a reliable way for delivery, such as registered mail, courier service, or in person, etc.